

**TOWN MEETING STUDY COMMITTEE
MEETING MINUTES - Final**

**Hybrid Format
Thursday, November 21, 2024, 6:30 pm**

Members Present: Jennfer Morris-Gundy; Kenny Mitchell; Taylor Ortiz; Andrew Pang; Ben Shiller; Sarah- Cannon-Holden, Moderator; Timothy Higgins, Town Administrator

Members Present via Zoom: Jim Hutchinson, Select Board representative; Ariane Liazos

Several Committee members assumed a 7:00 p.m. start time causing temporary Chair Tim Higgins to delay calling the meeting to order. The meeting was called to order at 7:00 p.m. at which time Mr. Higgins read the Hybrid meeting protocol as authorized by Governor Healey.

- **Agenda**

Mr. Higgins welcomed the public to the second meeting of the TMSC and reviewed the meeting agenda noting that the most time-sensitive items are 1) to elect a Chair and Vice-chair, and 2) to begin to outline the Committee's SOTT presentation.

- **Chair & Vice Chair**

After a brief discussion of the roles of the Chair and Vice-chair and availability constraints of several members, a motion was made by Jennifer Morris-Guthrie to elect Kenny Mitchell to serve as Chair and Andrew Pang as Vice-chair. The motion was seconded by Sarah Cannon-Holden. The motion passed unanimously by roll call vote. Mr. Mitchell requested that Mr. Higgins continue to facilitate tonight's meeting recognizing that he had prepared the agenda.

- **State of the Town Meeting Presentation**

The Committee opted to form a SOTT presentation working group to develop a draft presentation to bring back to the group. The working group, composed of Mr. Mitchell, Mr. Pang, Mr. Shiller, Ms. Cannon-Holden, Ms. Morris and Mr. Higgins agreed to meet on the morning of November 26th to develop the draft. The full Committee will then meet on December 3rd for a dress rehearsal. The draft will be circulated to the full Committee prior to the December 3rd meeting and simultaneously posted to the website.

After a significant discussion of presentation topics and organizational approaches, the group came up with the following list of topics as a starting point for the smaller working group:

- Welcome & Introduction
- Committee Charge & Timetable
- Acknowledge Feedback Thus Far
- Public Participation Plan
- Voter Participation Data
- Review TMSC Web Page
- Group Exercise w Clickers

- **Other Business**

Meeting Minutes – Mr. Higgins requested a motion to approve the November 7, 2024, meeting minutes. The motion was made by Ms. Cannon-Holden and seconded by Mr. Pang. The motion was approved by unanimous roll call vote.

Committee Meeting Schedule – The Committee agreed to generally adhere to a monthly meeting schedule with the caveat that circumstance will occasionally, as currently experiencing with SOTT preparations, require additional meetings. Mr. Higgins was urged to circulate another doodle scheduling poll to confirm a date for our first post-SOTT meeting.

- **Adjournment**

Sarah Cannon-Holden made a motion to adjourn. Ben Shiller seconded. The motion was approved unanimously with a roll call vote. The meeting adjourned at approximately 8:15 p.m.

Submitted by Peggy Elder

Approved by the Committee: _December 3, 2024_____